

**PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT OF HEALTH**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.
- CLOSING DATE** : 19 December 2017

MANAGEMENT ECHELON

POST 48/184 : **HEAD: CLINICAL DEPARTMENT DIAGNOSTIC RADIOLOGY: REF NO.: H/H/14**

- SALARY CENTRE REQUIREMENTS** : R1 938 279. per annum. OSD
: Department Of Diagnostic Radiology: Universitas Hospital, Bloemfontein
: Current registration with HPCSA as Medical Specialist in Diagnostic Radiology / equivalent. MMed in Diagnostic Radiology. A minimum of 3 years' experience as Specialist in Diagnostic Radiology. South African citizen with valid driver's license. Recommendations: Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications and experience in human resources and financial management.
- DUTIES** : To be responsible for service delivery in Diagnostic Radiology Department at Universitas Academic Hospital and Outreach program in the Free State Province. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in Diagnostic Radiology at the Universitas Academic Hospital. Undertake all tasks as directed by the Chief Executive Officer and Head of Clinical Services at Universitas Academic Hospital.
- ENQUIRIES APPLICATIONS** : Dr R Nathan Tel. (051) 405 3496
: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
- FOR ATTENTION** : Mr M J Baleni

POST 48/185 : **HEAD: CLINICAL DEPARTMENT UROLOGY: REF NO.: H/H/15**

- SALARY CENTRE REQUIREMENTS** : R1 938 279. per annum. OSD
: Department Of Urology: Universitas Hospital, Bloemfontein
: Current registration with HPCSA as Medical Specialist in Urology / equivalent. MMed in Urology. A minimum of 3 years' experience as Specialist in Urology. South African citizen with valid driver's license. Recommendations: Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications and experience in human resources and financial management.
- DUTIES** : To be responsible for service delivery in Diagnostic Radiology Department at Universitas Academic Hospital and Outreach program in the Free State Province. . To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in Diagnostic Radiology at the Universitas Academic Hospital. Undertake all tasks as directed by the Chief Executive Officer and Head of Clinical Services at Universitas Academic Hospital.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
APPLICATIONS : Applications Posted To: The Chief Executive Officer, Universitas Hospital,
Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115,
First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,
9301
FOR ATTENTION : Mr M J Baleni

POST 48/186 : **HEAD: CLINICAL UNIT: ANAESTHESIOLOGY: REF NO.: H/H/16**

SALARY : R1 550 331. per annum (all-inclusive package)
CENTRE : Universitas Academic Hospital, Bloemfontein.
REQUIREMENTS : Appropriate qualifications that allows registration with HPCSA as a Medical
Specialist: Anaesthesiologist. A minimum of Three (3) years appropriate
experience as a Medical Specialist after registration with HPCSA. Must be
registered with HPCSA for 2017/18. Experience in teaching and training.
Demonstrate experience in research. South African Citizen with valid driver's
license (Code 8).Recommendations: Provide evidence of leadership qualities
and management experience. Evidence of professional standing, e.g.
membership of professional organizations and their management committees.
Qualifications in human resource and financial management.

DUTIES : To be responsible for service delivery within Anaesthesiology at Universitas
Academic Hospital. To fulfil the administrative, academic and research
requirements of an appointment to the Joint Staff Establishment. To supervise
pre- and post-graduate training and examinations in Anaesthesiology at the
Universitas Academic Hospital. Render outreach and support services to other
levels of care in our drainage areas (Free State Province). Undertake all tasks
as directed by the Head of Clinical Department and Head of Clinical Services
at Universitas Academic Hospital.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
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First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,
9301

FOR ATTENTION : Mr M J Baleni

OTHER POSTS

POST 48/187 : **MEDICAL SPECIALIST: ANAESTHESIOLOGY (1 POST) REF NO.: H/S/81**

SALARY : R924 378. Per annum. OSD
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with HPCSA as a Medical Specialist in Anaesthesiology. Must be
registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS,
relevant experience. Candidates must have passed FCP Final examination.
DUTIES : Clinical service delivery, medical administration and management, teaching,
training and research. The candidate will also have to participate in outreach
activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
APPLICATIONS : Applications Posted To: The Chief Executive Officer, Universitas Hospital,
Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115,
First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,
9301

FOR ATTENTION : Mr M J Baleni

POST 48/188 : **MEDICAL SPECIALIST: GENERAL SURGERY (1 POST): REF NO.: H/S/84**

SALARY : R924 378. per annum. OSD
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with HPCSA as a Medical Specialist in General Surgery. Must be
registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS,
relevant experience. Candidates must have passed FCP Final examination.
DUTIES : Clinical service delivery, medical administration and management, teaching,
training and research. The candidate will also have to participate in outreach
activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
APPLICATIONS : Applications Posted To: The Chief Executive Officer, Universitas Hospital,
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First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,
9301

FOR ATTENTION : Mr M J Baleni

POST 48/189 : **MEDICAL SPECIALIST: INTERNAL MEDICINE (3 POSTS) REF NO.: H/S/82**

SALARY : R924 378. per annum. OSD
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with HPCSA as a Medical Specialist in Internal Medicine. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
APPLICATIONS : Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Mr M J Baleni

POST 48/190 : **MEDICAL SPECIALIST: NUCLEAR MEDICINE (1 POST) REF NO.: H/S/83**

SALARY : R924 378. per annum. OSD
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with HPCSA as a Medical Specialist in Nuclear Medicine. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel. (051) 405 3496
APPLICATIONS : Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Mr M J Baleni

POST 48/191 : **DEPUTY DIRECTOR: HIV TREATMENT PROGRAM REF NO.: H/D/42**

SALARY : R657 558. per annum
CENTRE : Corporate Office: HIV/AIDS/STI/PMTCT
REQUIREMENTS : Appropriate Bachelors 'Degree / National Diploma in Health Science. Experience in HIV and AIDS Treatment Program Management. 5 Years' Experience in Management and Leadership. Three years must be in Management position. Computer literacy, analytical and leadership skills. Good inter personal relationship skills. Strategic Planning. Code 8 driver's license. Recommendations: Post qualification in management. Technical experience in management of health programs with emphasis on CHAM programs. Knowledge of primary health care systems.

DUTIES : To oversee the overall management and implementation of the Comprehensive HIV and AIDS Care, Management & Treatment Plan in the Free State Province. Liaise with various stakeholders within the public and private sector who are involved with ART and Pre-ART services. Liaise with NDoH with regards to the implementation of comprehensive care and management of HIV program. Evaluate and monitor effectiveness of treatment and pre-treatment programme.

ENQUIRIES : Dr G London: Telephone number: (051) 408 1571
APPLICATIONS : Applications Posted To: Director HRM and Planning, PO Box 227, Bloemfontein or hand delivered @ entrance, Bophelo House, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me S Dowd

POST48/192 : **DEPUTY DIRECTOR: HIV PREVENTION PROGRAMS: REF NO.: H/D/41**

SALARY : R657 558. per annum
CENTRE : Corporate Office: HIV/AIDS/STI/PMTCT
REQUIREMENTS : Appropriate Bachelors 'Degree / National Diploma in Health Science. 5 Years' Experience in Management and Leadership. Three years must be in Management position. Literacy skills. Strategic Planning. Code 8 driver's license. Registration with SANC or Professional body Duties: Plan and

implement the prevention programs in line with the NSP. Promote integration of HIV prevention programs into Primary health Care. Provide assistance to the Districts. Evaluate and monitor the implementation of prevention programs for HIV namely VCT, MMC and STI/HTA and condom distribution. Provide support with availability of resources.

ENQUIRIES : Dr G London: Telephone number: (051) 408 1571
APPLICATIONS : Applications Posted To: Director HRM and Planning, PO Box 227, Bloemfontein or hand delivered @ entrance, Bophelo House, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein.
FOR ATTENTION : Me S Dowd

POST 48/193 : **CHIEF RADIOGRAPHER: REF NO.: H/R/30**

SALARY : R414 069. Per annum. OSD
CENTRE : Mofumahadi Manapo Mopeli Hospital, Witsieshoek
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. A minimum of 3 year's appropriate post Community Service experience after registration with HPCSA as a Diagnostic Radiographer. Proof of registration with HSPCA. Proof of current registration with HPCSA Recommendations: Ability to work with various imaging modalities including CT scanner. Preparedness to work after hours and weekends. Experience in administration and supervision of staff. Good interpersonal skills.

DUTIES : To perform clerical duties when necessary. To perform management duties when requested. Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature, apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public Develop and implement quality system in line with national and international standards: Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the department. Organization of staff to provide efficient and effective service delivery, Training of a more advanced nature of subordinates, Identify skills development needs, Monitor proper utilization of equipment, stores and expenditure

APPLICATIONS : Applications Posted To: The Chief Executive Officer, MMM Regional Hospital. (Contact person Mr K P Mofokeng) Private Bag x 820, WITSIESHOEK, 9870
ENQUIRIES : Mr T E Nketsu: Tel No: (058) 718 3278

POST 48/194 : **STATE ACCOUNTANT SPECIALIST: REF NO.: H/S/75**

SALARY : R334 454. per annum.
CENTRE : Bongani Hospital, Welkom

REQUIREMENTS : A Diploma in Financial Management or equivalent qualification plus 6 years' experience. LOGIS / BAS Training Recommendations: BSC experience

DUTIES : Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service: Debt, Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports), Banking, Revenue (Cashier), Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of PERSAL/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management. Risk management. Control over Finance Sections (Admissions, Accounts and Payments)

APPLICATIONS : Applications Posted To: The Chief Executive Officer, Bongani Hospital (Contact person: Me H Mosimane), Private Bag x29, Welkom, 9460

ENQUIRIES : Mr S D Raliile, Tel No: (057) 916 8014

<u>POST 48/195</u>	:	<u>RADIOGRAPHER GRADE I: REF NO.: H/R/31</u>
<u>SALARY</u>	:	R281 148. per annum
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Hospital, Witsieshoek
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. Experience: None after registration with the HPCSA as Radiographer (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA as Radiographer (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Recommendations: Ability to work with various imaging modalities including CR and CT scanner. Preparedness to work after hours and weekends. Experience in administration and supervision of staff. Good interpersonal skills.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, Prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimise radiation dose to staff, patients and general public: Establish LMC status of female patients, Adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimise radiation exposure to the patient, Ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, Apply reject analysis, Adhere to policies and protocols, Perform QC test on equipment
<u>APPLICATIONS</u>	:	Applications Posted To: The Chief Executive Officer, MMM Regional Hospital. (Contact person: Mr K P Mofokeng) Private Bag x 820, Witsieshoek, 9870
<u>ENQUIRIES</u>	:	Mr T E Nketsu: Tel No: (058) 718 3278
<u>POST 48/196</u>	:	<u>SENIOR STATE ACCOUNTANT: REF NO.: H/S/85</u>
<u>SALARY</u>	:	R281 418. per annum
<u>CENTRE</u>	:	Dr J S Moroka Hospital, Seloseshu
<u>REQUIREMENTS</u>	:	A relevant National Diploma or Certificate with accounting. LOGIS / BAS Training. 3-5 Years relevant experience. Recommendations: Practical experience in the Supply Chain Management.
<u>DUTIES</u>	:	Supervise the activities of the State Accounting Clerks / Snr and State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline, Ensure quality of work .Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analyzing, developing, monitoring and reviewing. Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practises. Provide Financial Information and Knowledge Management Services to the Department, Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations.
<u>APPLICATIONS</u>	:	Applications Posted To: Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Seloseshu, 9783
<u>ENQUIRIES</u>	:	Mr M E Mojaki: Tel No: (051) 8739800
<u>POST 48/197</u>	:	<u>HUMAN RESOURCE OFFICER: REF NO.: H/H/12</u>
<u>SALARY</u>	:	R152 862 .per annum
<u>CENTRE</u>	:	Thusanong Hospital, Odendaalsrus
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent) Certificate Recommendations Computer literate
<u>DUTIES</u>	:	Implement and administer human resource administration practices (including Persal Transactions) concerning conditions of service and service benefits

and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Services (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances e.g.) Performance Management, Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Address human resource management enquiries to ensure the correct implementation of human resource management practices

APPLICATIONS : Applications Posted To: The Chief Executive Officer, Thusanong Hospital. (Contact person: Me L S Mapena), Private Bag x1, Odendaalsrus, 9480

ENQUIRIES : Me M S Tsibulane: Tel No: (057) 391 7950

POST 48/198 : **HOUSEKEEPING SUPERVISOR (3 POSTS): REF NO.: H/H/13**

SALARY : R152 862. per annum

CENTRE : Free State Psychiatric Complex

REQUIREMENTS : Grade 12 (or equivalent) Certificate. 3-5 Years cleaning experience in a cleaning environment. Be prepared to work shifts. Recommendations: Good communication skills (written and verbal) Good organizational skills and ability to work under pressure. Computer literacy.

DUTIES : Ensure effective supervision and management of human resources by ensuring implementation of PDMS policy, Leave Management policy, Skills development policy and labour relations policy. Ensure compliance with National Core Standards, infection control, hygiene, Occupational health and Safety Legislation, risk management at designated Units/Wards. Ensure sustainable quality cleaning services by undertaking daily cleaning inspections, providing remedial measures where required, giving support and compiling relevant cleaning reports. Ensure effective management of equipment and material resources by maintaining up to date housekeeping asset list, maintaining stock levels for cleaning material, ensuring availability of linen and towels as well as their safekeeping. Management of linen and ensure proper control and expected service delivery.

APPLICATIONS : Applications Posted To: The Chief Executive Officer, Free State Psychiatric Complex (Contact person Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ President Brand Street, Oranjesig

ENQUIRIES : Me L E Moloi: Tel No: (051) 407 9251